

**PHILIPPINE POSTAL CORPORATION**

**RFQ# 196-12-24**

(Canvass Number)

**09-Dec-24**

(Date)

**REQUEST FOR QUOTATION**

(Name of Dealer)

(Address)

**Gentlemen:**

The Philippine Postal Corporation through its Bids and Awards Committee - Alternative Methods of Procurement (BAC-AMP) invites all interested qualified Service Providers/Suppliers to quote their best offer/price inclusive of all costs and applicable taxes, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its authorized representative not later than **13 December 2024, 10.00 A.M.** at the Isolation Facility Building, CMEC Compound, Domestic Road, Pasay City

**NAME OF PROJECT:** Procurement of Printing and Delivery of Stamps, Souvenir Sheet, Special Souvenir Sheet and Official First Day Envelope featuring **NEW YEAR 2025: Year of The Snake**

**General Conditions:**

- 1 All entries must be typewritten or legibly written.
- 2 The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit, Tax Clearance and Revised Omnibus Sworn Statement are required to be submitted along with your quotation/proposal on the date stated above. For Corporation or Partnership, please also attach a Secretary's Certificate (duly notarized) and for Sole Proprietor, attach a Special Power of Attorney (also duly notarized) to your designated Authorized Representative.
- 3 Price validity must be within 30 working days from the date of submission.
- 4 Delivery period shall be seven (7) calendar days commencing on the date of receipt of PO/Notice to Proceed and upon receipt of approved final proof of design.
- 5 Payment shall be processed upon completion and acceptance by PHLPPost and the submission of the required supporting documents.
- 6 Quotation exceeding the ABC per item and the total ABC shall be automatically rejected.
- 7 Bidder/s shall submit a duly signed quotation together with the 2024 documentary requirements.

**(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)**

Very truly yours,

**ENGR. RICARDO C. MEDINA JR.**  
A/Chief, Procurement Div., LPMD

**NOTE:**

For issue to PPMD-OPMG

Item No.	ABC (Php)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
<b>NEW YEAR 2025: YEAR OF THE SNAKE</b>					
1	117,400.00	20,000 pcs	Stamps (8 on)	<input type="checkbox"/> Comply	₱
2	165,400.00	4,00 pcs	Souvenir Sheet	<input type="checkbox"/> Comply	₱
3	6,880.00	800 pcs	Official First Day Cover Envelope	<input type="checkbox"/> Comply	₱
4	123,800.00	4,000 pcs	Special Souvenir Sheet	<input type="checkbox"/> Comply	₱
5	3,440.00	400 pcs	Official First Day Cover Envelope		
			<b>Specifications:</b>		
			1. Design - (Please see attached Lay-out).		
			2. Stamp- Size : 3cm x 4cm		
			3. Souvenir Sheet; 9cm x 9cm		
			4. OFDCE Standard size: 19cm x 11cm		
			5. Printing Technique - Offset lithography, four colors		
			6. Paper - security or substrate, guaranteed exclusively milled security paper, for PHLPPost, 110 +- 5gsm, 21% or below decaying percentage, non-curling, unwatermarked invisible phosphorescent security feature, embedded security fiber, estimated quantity, 100% utilized during printing, estimate 10% of printing errors.		
			7. Ink - Special Offset Ink (Process Ink); phosphorescent ink for security feature		
			8. Packaging - 100 pieces per bundle, vacuum packed bundle		
			9. Adhesive- food grade starch-based strength of adhesiveness		
			<b>Embellishments:</b>		
			1. Souvenir Sheet- Hot Gold, Emossed image of snake		
			2. Special Souvenir Sheet- Hot Gold Foil		
<b>Total</b>	<b>416,920.00</b>				<b>Php</b>

Date of Delivery: \_\_\_\_\_

\_\_\_\_\_  
(Signature Over Printed Name of Dealer)

Option: \_\_\_\_\_

\_\_\_\_\_  
(Telephone Number)